

## **Appendix XII. Field Office/TARC Reporting on Follow-up with Non-Forbearance PHAs**

Field Offices and TARC are responsible for contacting PHAs with public housing or Section 8 programs that are subject to sanctions. Even if the Field Office or TARC does not conduct a review of these PHAs' MTCS-related operations, HUD needs to know why the PHA is underreporting and how Field Offices and TARC are responding. Once the forbearance request deadline has passed, Field Offices and TARC must contact underreporting PHAs without forbearance: (1) to identify reasons for underreporting, and (2) to decide which PHAs will be reviewed. The deadline for reporting back to the Office of Public and Assisted Housing Delivery is two months after the forbearance request deadline. For example, for the December 1999 semi-annual assessment, the reporting deadline was May 15, 2000.

The format for reporting back to PAHD on non-forbearance PHAs is flexible. At a minimum, however, the Field Office/TARC must provide a memorandum (preferably as an electronic Word document with a hard copy in the mail):

- PHA name
- HUD ID for the PHA
- PHA contact person (name, title, and phone number)
- Program identification (public housing or Section 8)
- Reason for underreporting
- Whether or not the Field Office or TARC conducted an Informal or On-Site Review
- Other Field Office or TARC responses, comments, and recommendations